Municipal Stormwater Regulation Program



Annual Report
Submission Through
New Jersey State
Regulatory Service
Portal (RSP)





Hello and welcome to the Municipal Stormwater Regulation Program Annual Report Submission through the New Jersey Regulatory Service Portal (RSP) Training.

Originally the Annual Reports were paper forms that were mailed in, then Word fill out forms submitted electronically through email, and the last two years they were Adobe pdf forms submitted electronically through email. We now have a new online form that will be submitted through the State's RSP.

We will be going step by step through the Annual Report completing a Tier B Annual Report.

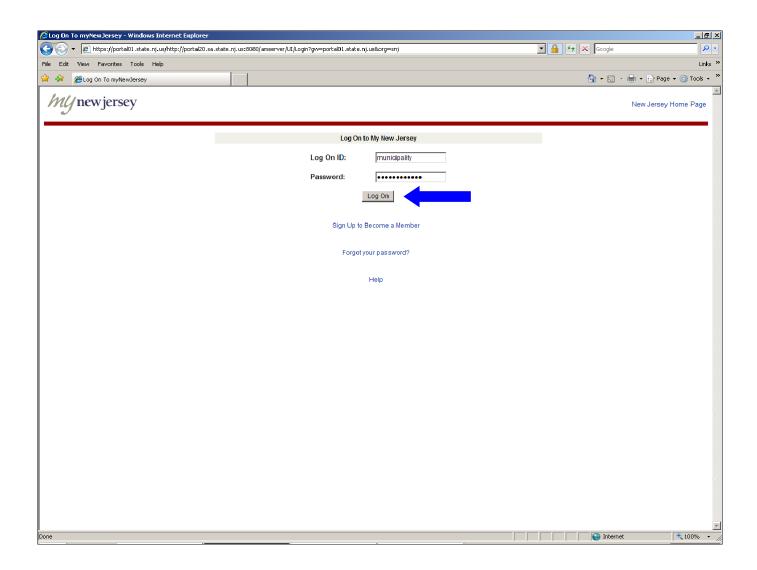
You will see as we go along that it's an improvement and has many benefits for the user as well as the Department. This online submittal process is also consistent with the Department's continuous improvement process and transformational goals.



After you have a My New Jersey Account set up and linked to DEP Online (which was instructed during the first presentation), you can then use the New Jersey State Home Page to access your account.

Click

You want to click login on the top left of the screen under the Home tab.

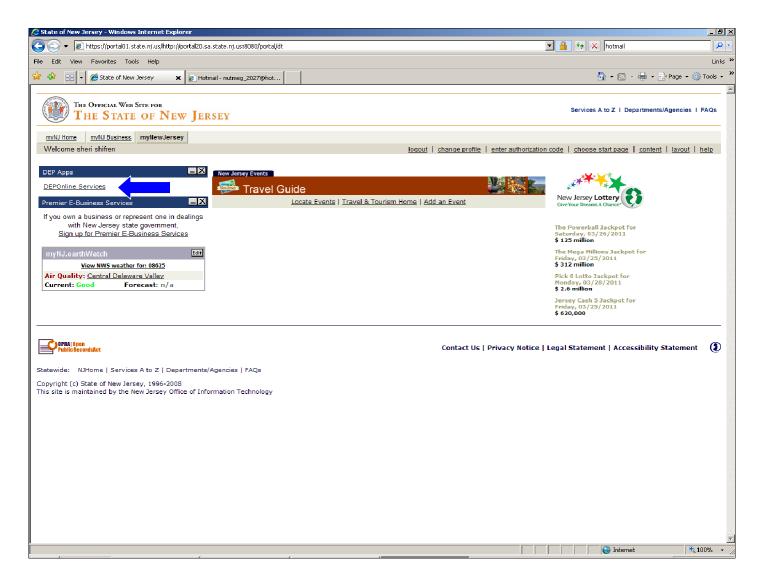


We are now on the log on screen.

Enter your log on ID and password.

Click

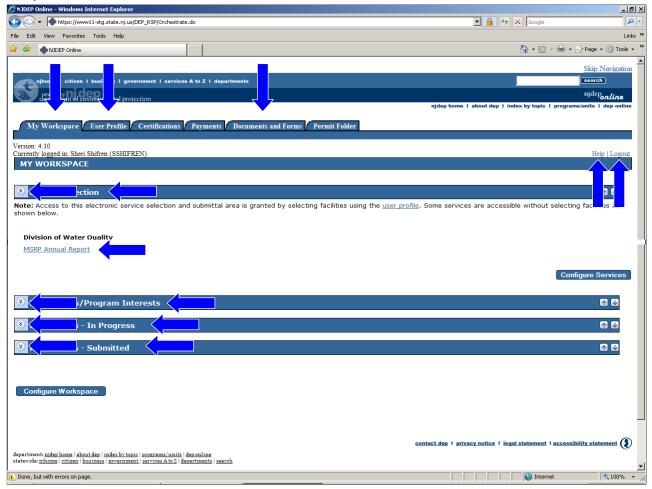
Then click log on.



You are now logged onto My New Jersey.

click

You want to click on DEP Online Services on the left side of the screen under the DEP Apps tab.



Click

You are now logged on to the DEP Online Service Portal and located in My Workspace.

In My Workspace, you will have a Tab for:

Click

Service Selection.

Click

which should have the Division of Water Quality, Municipal Stormwater Regulatory Program (MSRP) Annual Report because we added it during the first presentation;

*Click

My Facilities/Program Interests, this is where we will add your municipality;

click

My Services – In Progress, this is where your annual reports will show up if you have started them, but have not submitted them; and

*click'

My Services – Submitted, this is where your annual reports will show up if you have submitted them.

*click

By clicking on the arrows, all of these tabs can be minimized or maximized. Service Selection is currently maximized showing all the services under this tab. My Facilities/Program Interests, My Services – In Progress, and My Services – Submitted, are all minimized showing only the tab heading. This is a convenient tool for a consultant who may be filling out Annual Reports for multiple municipalities.

click

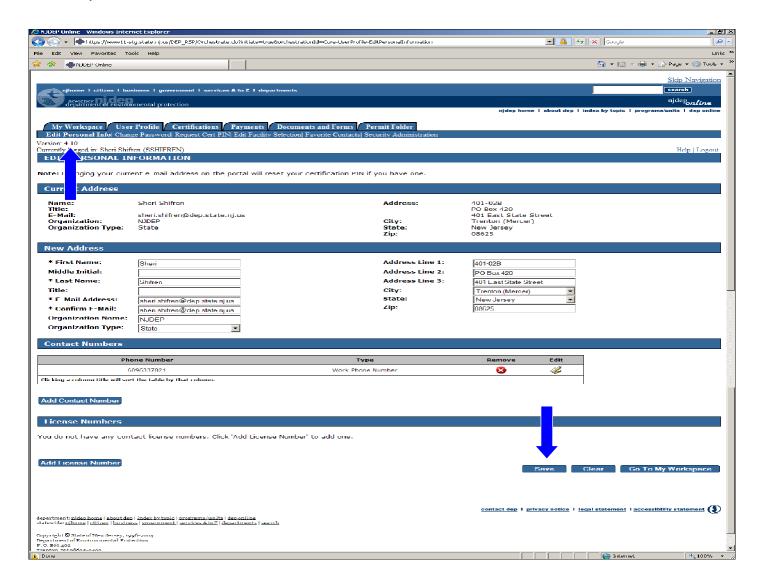
Every screen in the RSP will have a help button. Clicking on the help button will display more specific information for that particular screen.

click

Every screen in the RSP will also have a Logout button.

*click

In addition to the My Workspace tab on top, you may need to access the User Profile tab, and the Documents and Forms tab. The Certifications, Payments, and Permit Folder tabs are not applicable to the Municipal Stormwater Annual Report Submission.



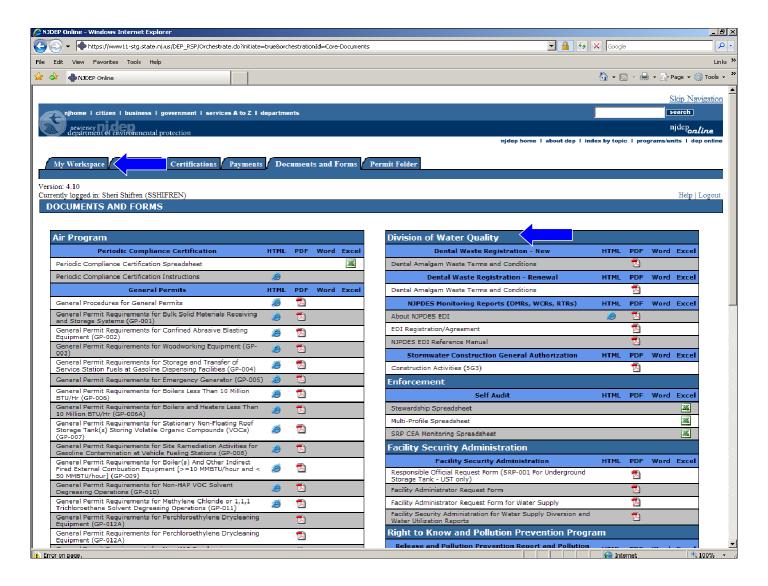
You are now under User Profile tab, on the Edit Personal Information screen.

click

You can also Change your password, request a certification PIN, edit your facility, and add favorite contacts under the User Profile tab. You will not need to use Security Administration because you do not have Administrative Rights.

click

If you make changes click on Save.



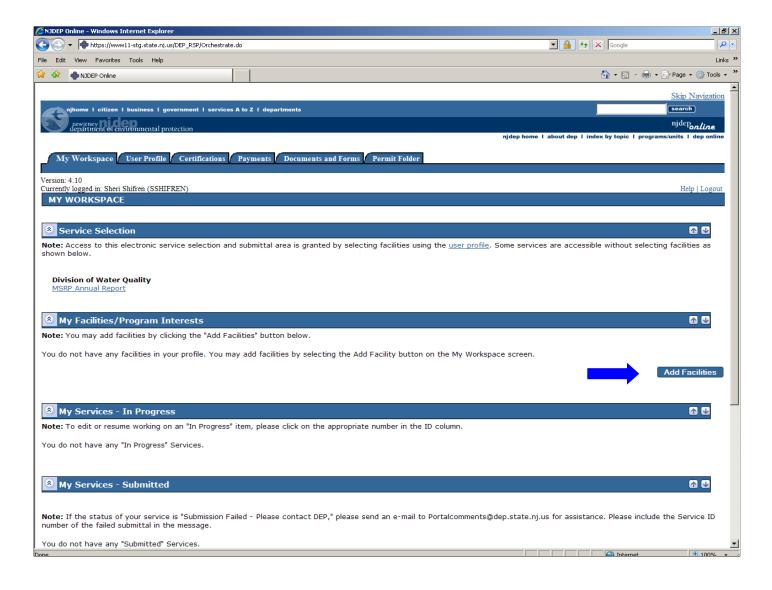
click

You are now under the Documents and Forms tab.

In addition to our website, our training materials for completing and submitting the Annual Report will be located here under the Division of Water Quality. This information may help while completing the form.

click

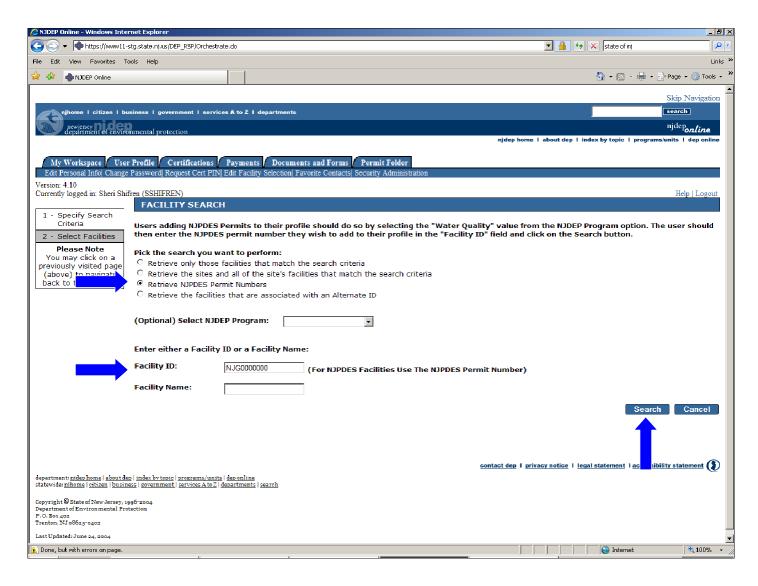
Click on the My Workspace tab on the top left of the screen to go back to My Workspace.



You are now back at My Workspace.

click

Click on add facilities to add your municipality to your profile.



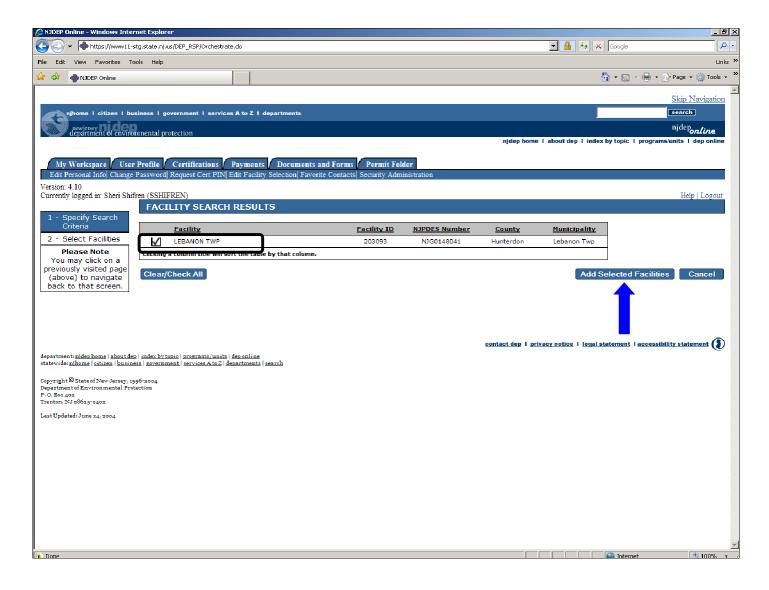
To add your municipality to your profile, we recommend using your NJPDES permit number to ensure that you add your municipality's MS4 stormwater permit and not another permit that your municipality may have with the State.

click

Select retrieve NJPDES Permit Numbers, and enter your NJPDES Permit number under Facility ID.

click

Click search.



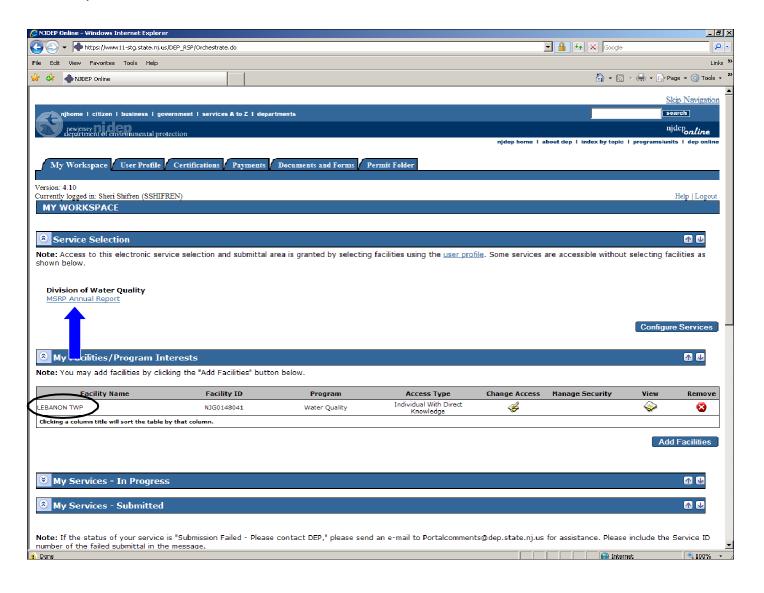
Your municipality will appear.

click

Check your municipality.

click

Click add selected facilities.

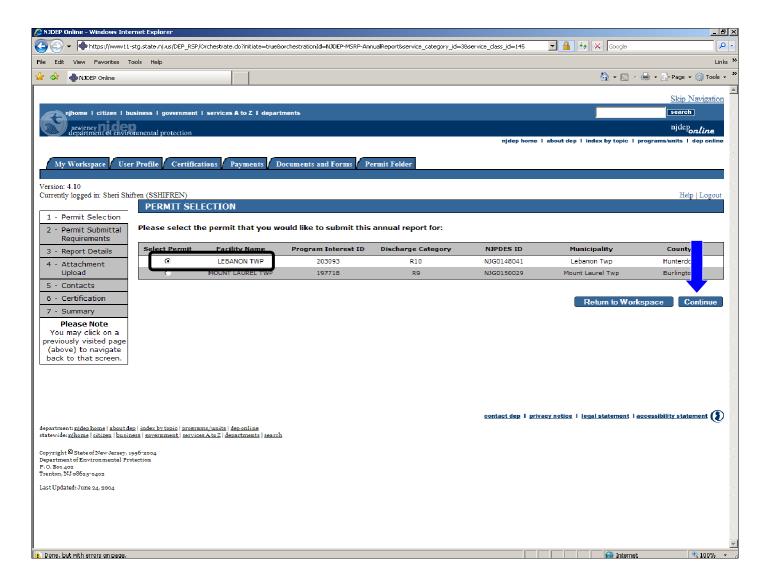


click

At this point, you will only have your municipality under My Facilities/Program Interests.

click

Now that your municipality is added to your profile, click on MSRP Annual Report, under Service Selection.



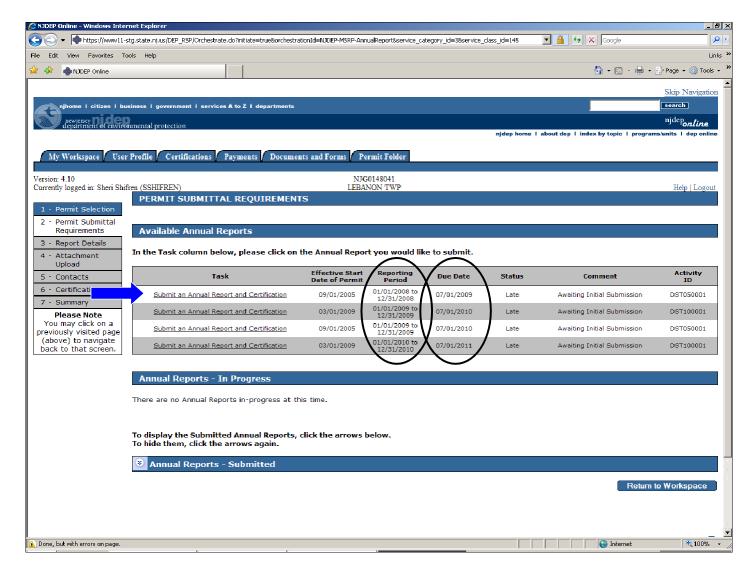
You are now on the permit selection screen. If you only have one facility added to your profile, it will skip this screen and go straight to the Permit Submittal Screen. If you have multiple facilities in your profile, you will be directed here to pick the facility for which to complete the annual report.

click

Click on your municipality.

click

Click continue.



You are now on the Permit Submittal Requirements screen. Again, if you only have one facility in your profile and you select MSRP Annual Report under Service Selection, you will be directed straight to this page.

You will have an Annual Report and Certification for each year forward starting with this year's Annual Report and ending with the last Annual Report under the effective permit.

There are three tabs on this screen:

Available Annual Reports, this is the annual reports that have not been started;

Annual Reports - In Progress, these annual reports have been started, but not submitted; and

Annual Reports - Submitted, these annual reports have been submitted.

click

When selecting the Annual Report that you want to complete and submit, check the reporting period to ensure you are reporting for the correct dates.

click

You will also want to check the due date corresponding with each annual report.

click

To start the annual report click on submit an annual report and certification for the appropriate year.

2011 Tier B Municipal Stormwater

Annual Repo

| The transfer of the first | The first |

At this point, you have already selected your permit, and the appropriate annual report. Now you are ready to start completing the Annual Report. This section of the service is considered the activity detail screens. Tier B has 3 activity detail screens.

click

This first screen is Annual Report Details - Part A. Part A incorporates the following sections: Municipality Information, which is who is filling out the report and their email address; and Post-Construction Stormwater Management in New Development and Redevelopment.

click

At the top of all detail screens, you will see the reporting year.

click

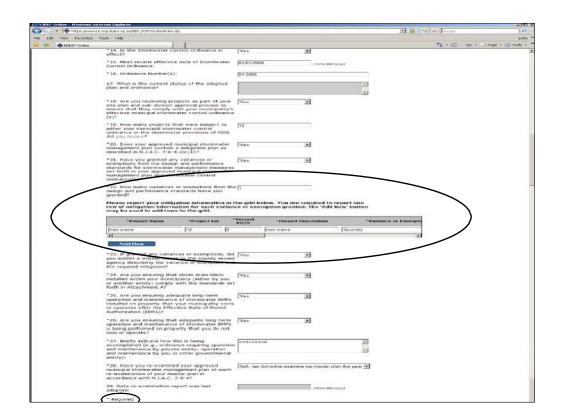
The left hand side of the screen shows your progress throughout the submittal process. From here you can navigate back to any previous screen.

click

Some fields are dropdown boxes; some are date fields - these show you the format in which to enter the date; and some are text fields.

click

Notice how some fields are grayed out. This is because they are inactivated which is based on a previous answer.



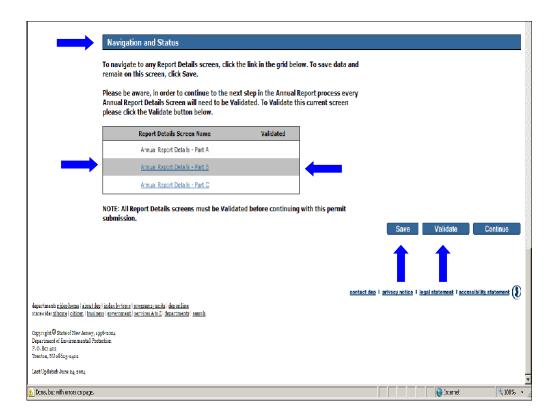
This is still Annual Report Details – Part A.

click

If a question has an asterisk, it is a required field.

click

Here the mitigation information is circled. This is required only if you have granted variances or exemptions from the design and performance standards for stormwater management measures described in your approved stormwater management plan and stormwater control ordinance. The mitigation information must be entered into the grid for each variance or exemption granted. Therefore, the rows in the grid must equal the number in question number 22. When filling out the mitigation information in the grid, you will have to scroll over to the right. You can add a row by clicking add row, and you can remove a row by scrolling over to the right and clicking the "x" in the remove column. This mitigation section eliminates the need to separately submit this information to the Department.



click

On the bottom of every activity detail screen, you will see Navigation and Status. This area tells you important information about navigating between activity detail screens, saving and validating the annual report.

click

You can navigate to any activity detail screen by selecting the activity detail screen you wish to go to in this grid.

click

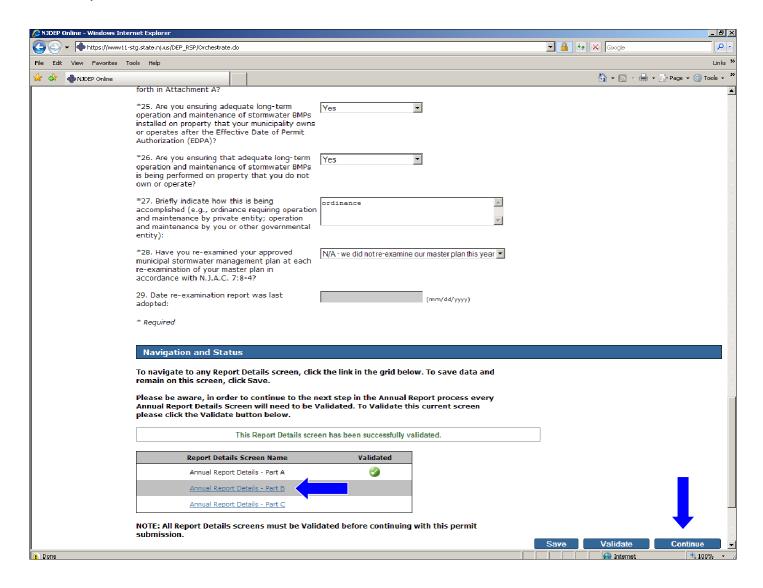
To save data and remain on this screen, click save. You may save your information without completing all fields on the screen.

click

To validate this screen, click validate. All required fields must be completed to validate the screen.

All activity detail screens must be validated before continuing to the next step in submitting the annual report.

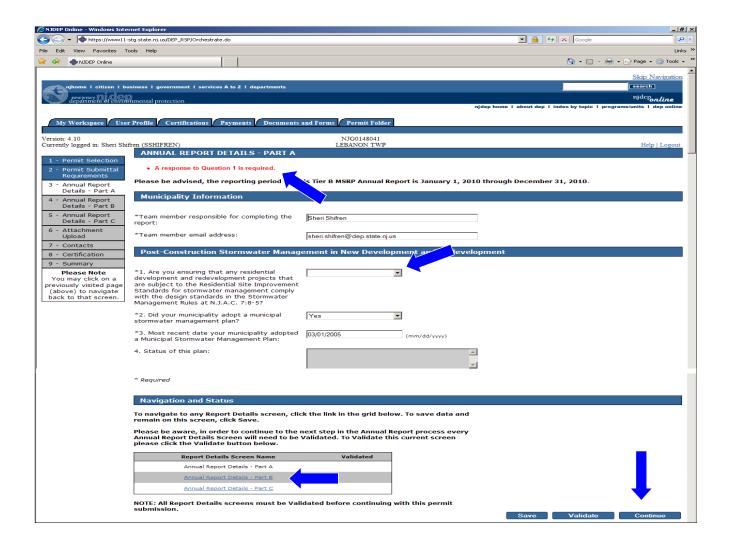
Since Part A is completed, click validate.



You can see that Part A was validated by the note above the grid in green, stating this report details screen has been successfully validated, and also in the grid, there is a check mark in the row of Part A under the validated column.

click

You can select another activity detail screen from the grid or click continue.



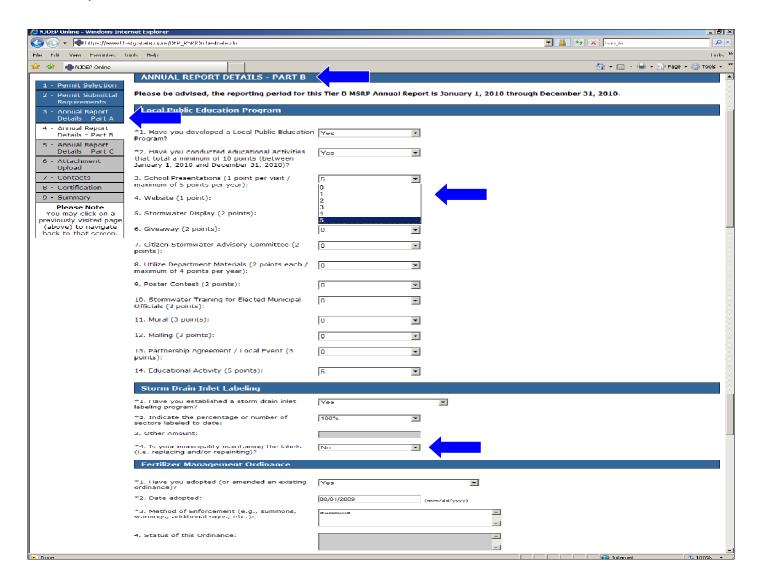
This is what it will look like if you try to validate an activity detail screen when you have not completed all required fields.

click

The error message in red on the top of the screen lets you know what you need to complete to be able to validate and move on.

click

If you want to continue without filling out the required field, you may click continue on the bottom of the page or select an activity detail screen in the grid. Just remember that all detail screens will have to be validated before you can move on to the next step in submitting the annual report.



click

This is Annual Report Details – Part B. Part B incorporates the Local Public Education Program; Storm Drain Inlet Labeling, Fertilizer Management Ordinance; and Equipment and Vehicle Washing.

click

Remember that you can navigate to a previous screen by the tabs on the left side of the screen.

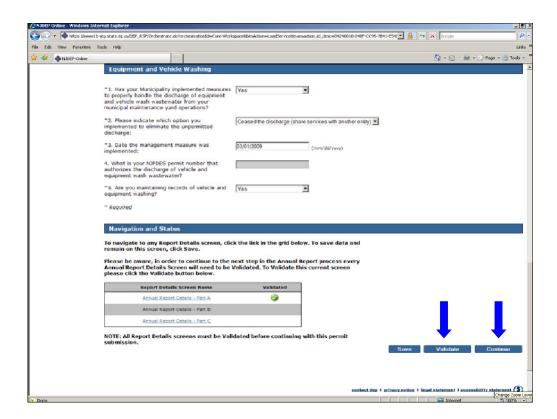
click

This is an example of a dropdown in the local public education section. Each school presentation is worth 1 point, with a maximum of 5 points.

click

Notice that no is selected, that the our municipality is not maintaining the labels. This is an incident of noncompliance.

One of the advantages of this new process is that the report will be automatically reviewed. The Department will not be sending out "letters of deficiencies" based on the annual report All deficiencies will populate in the incidents of noncompliance



This is still Annual Report Details - Part B.

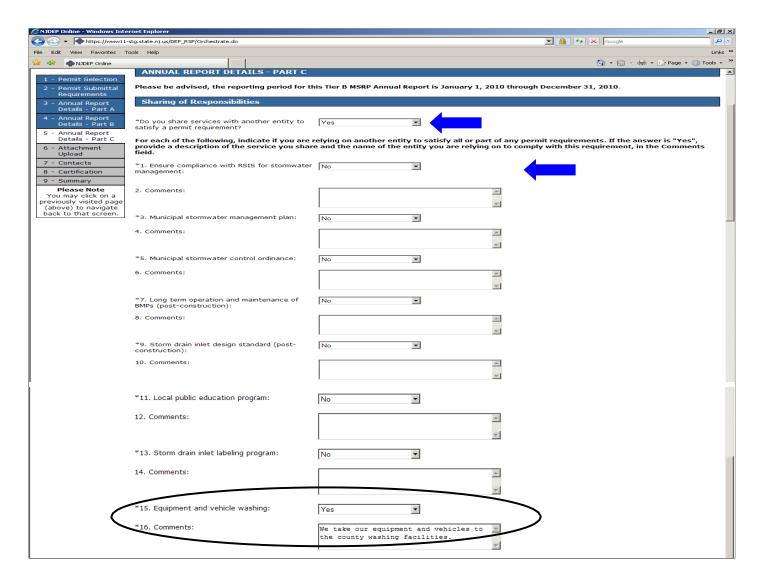
Again, you see the Navigation and Status grid at the bottom and can see that Part A has already been validated.

click

Since all required fields are complete, click validate.

click

Then click continue.



This is Annual Report Details – Part C, which is the last detail screen for the Tier B Annual Report. Part C incorporates the following sections:

Sharing of Responsibilities; and

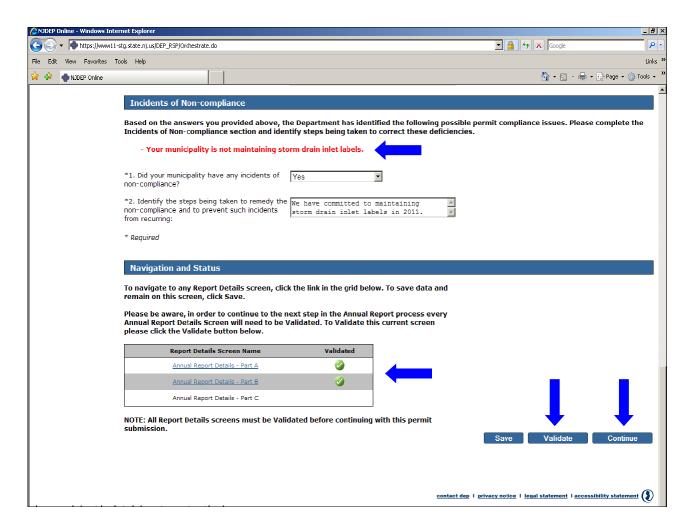
Incidents of Noncompliance.

click

If you select Yes, you are sharing services with another entity, you will be required to complete whether you are sharing services for each of the requirements you could potentially share services. However, if you are not sharing services, and you select no, you will not even see the rest of this section and be burdened with filling out each questions individually.

click

Note, that for equipment and vehicle washing sharing services is reported. Therefore, it is required to describe the service that is being shared and the entity that is being relied upon to comply with this requirement.



This is still Annual Report Details - Part C.

click

Remember a few slides back that no was selected for maintaining storm drain inlet labels. The incidents of noncompliance section will automatically populate any incidents of noncompliance reported throughout the activity detail screens. It will also automatically populate yes, there were incidents of noncompliance and require you to identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

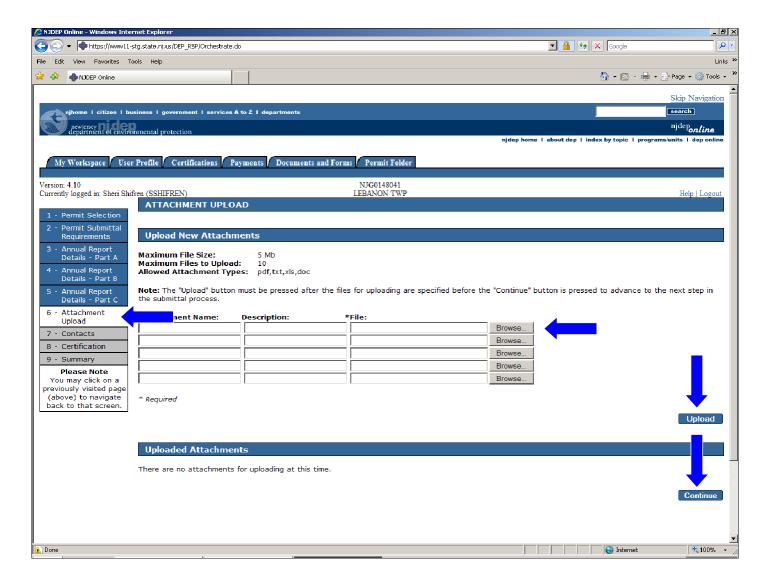
Hopefully, this isn't the case, but if you need additional space, you may attach a separate document and upload it on the next screen.

click

The Navigation and Status grid is displaying that Parts A-B have already been validated. Since all required fields are complete on Part C, click validate.

click

All activity detail screens have been completed and validated, so click continue to move to the next step of the annual report submittal process.



click

This is the Upload Attachment Screen.

If you need to add supporting documents, additional information or needed more room in a text box to explain something, you can attach it as a pdf, text, excel or word document here.

click

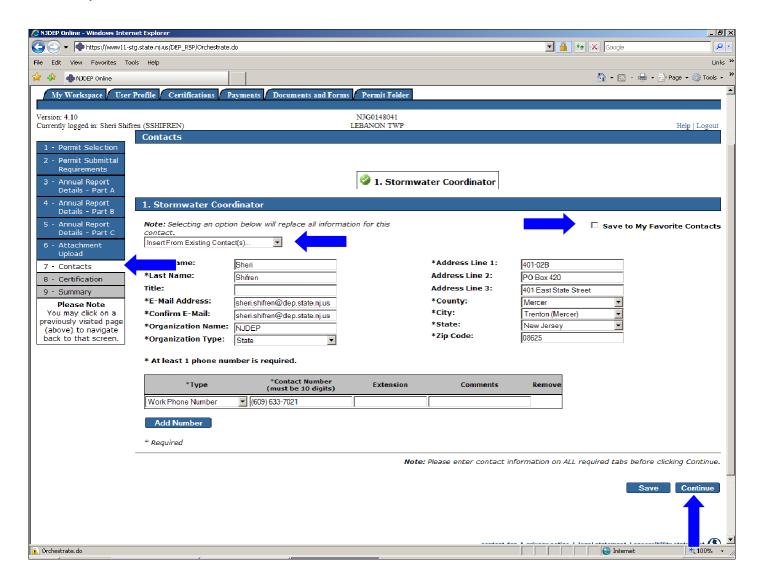
Click browse, locate the document and complete the attachment name and description.

click

Click Upload. If you click continue at this point instead of upload, you will lose the document that you were trying to upload.

click

Then click continue.



click

This is the contact screen.

Here you should fill out the current stormwater program coordinator.

This field may already populate. If so, and it is not up to date, you will make the changes on this screen.

click

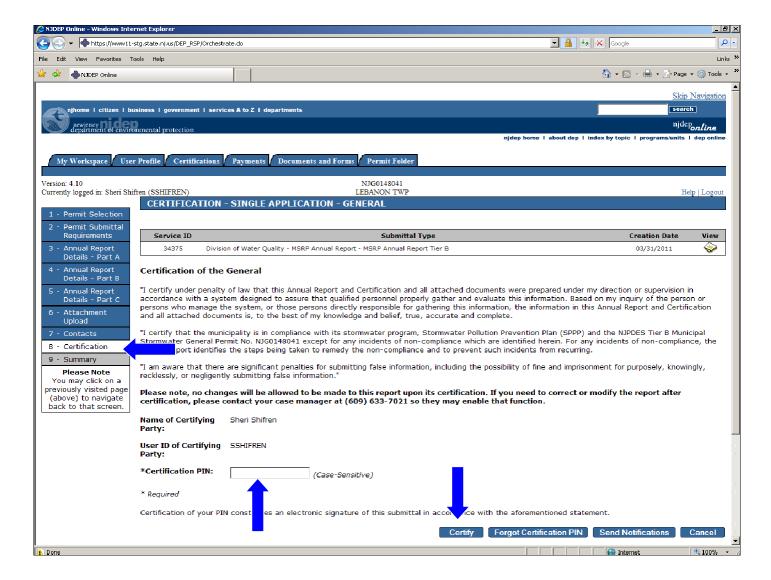
You can insert the information from existing contacts.

click

You can also check save to favorite contacts, which will then show up in the dropdown under insert from existing contacts, so you do not have to continually type this information.

click

Once this information is complete, click continue.



click

This is the certification screen, which is the last step of the annual report submittal process.

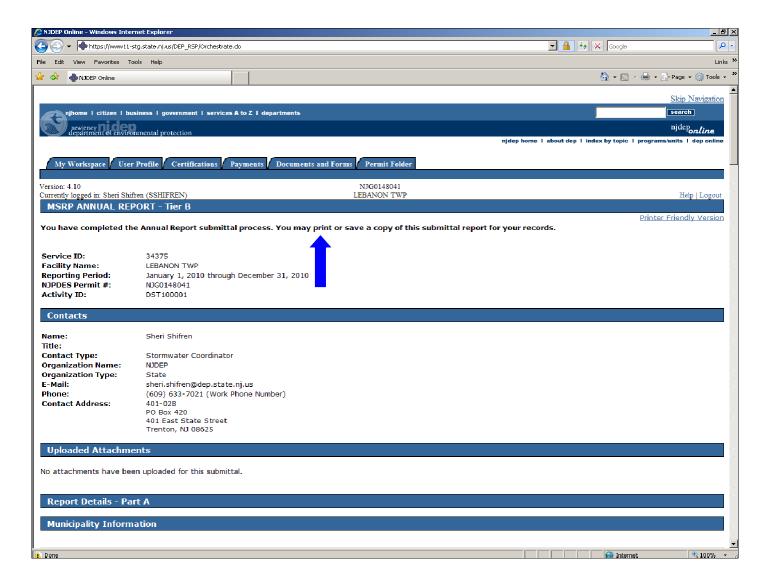
You will need your PIN that you should have obtained while creating your account. If you forgot your PIN, you may request a new one by clicking Forgot Certification PIN, and it will be emailed to you.

click

Enter your PIN.

click

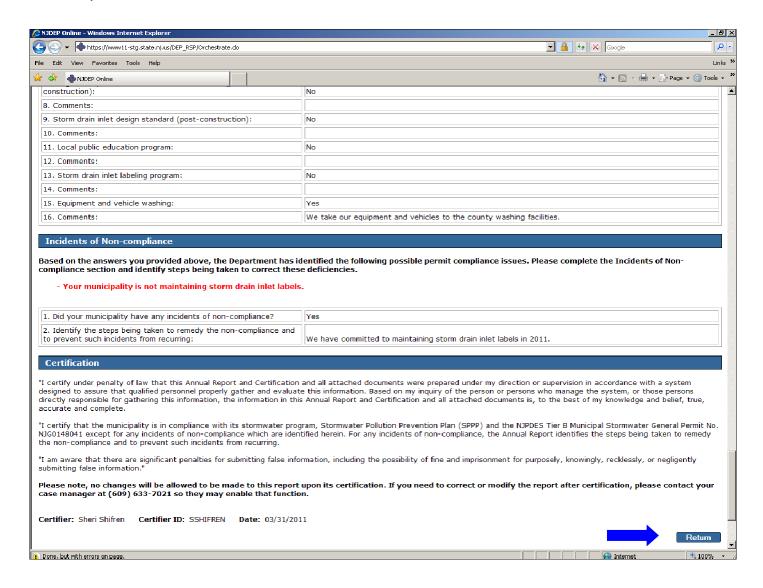
Click certify.



Once you have certified the annual report, it has been submitted, and you will be directed to this screen, which is the annual report summary. All of the information that you filled out on the activity detail screens, and any incidents of noncompliance will show up on this summary.

click

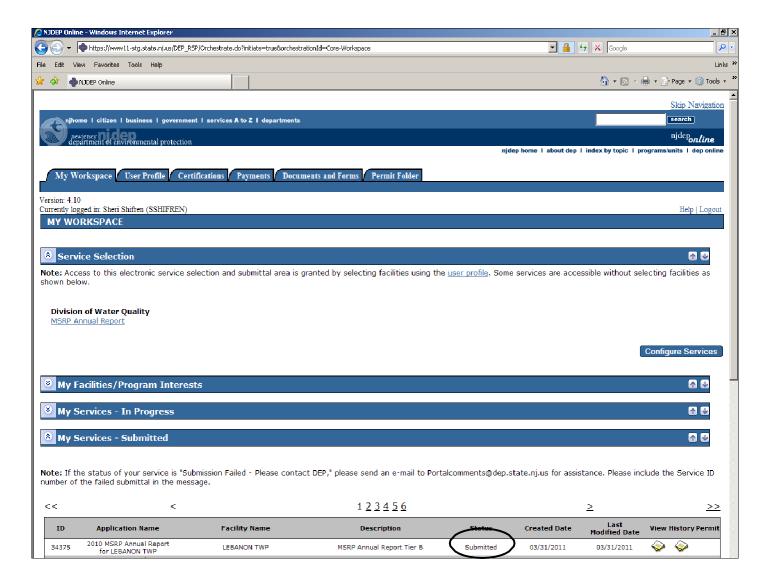
You may print or save a copy.



This is the bottom of the annual report summary. Note, all of the information that was completed on the activity detail screens is shown in these two slides.

click

Click return.



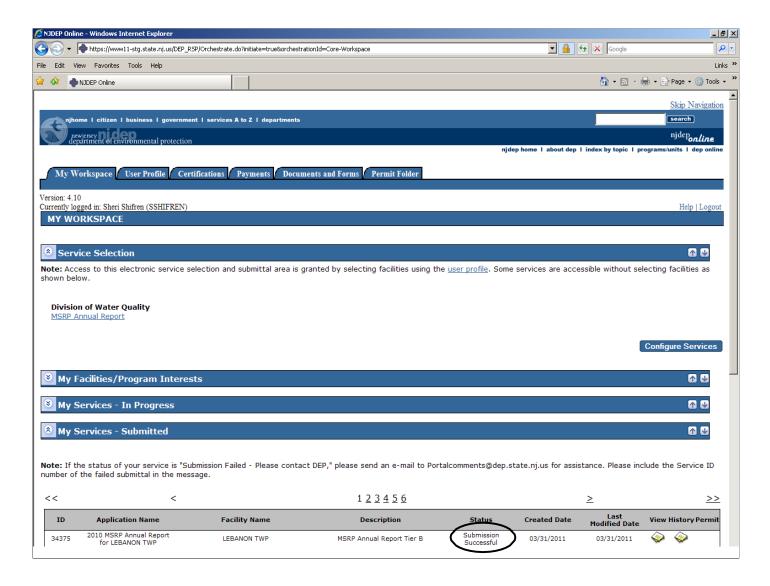
This brings you back to My Workspace.

click

You can see that the report was submitted under My Services – Submitted.

You can also view the annual report summary here, by clicking view.

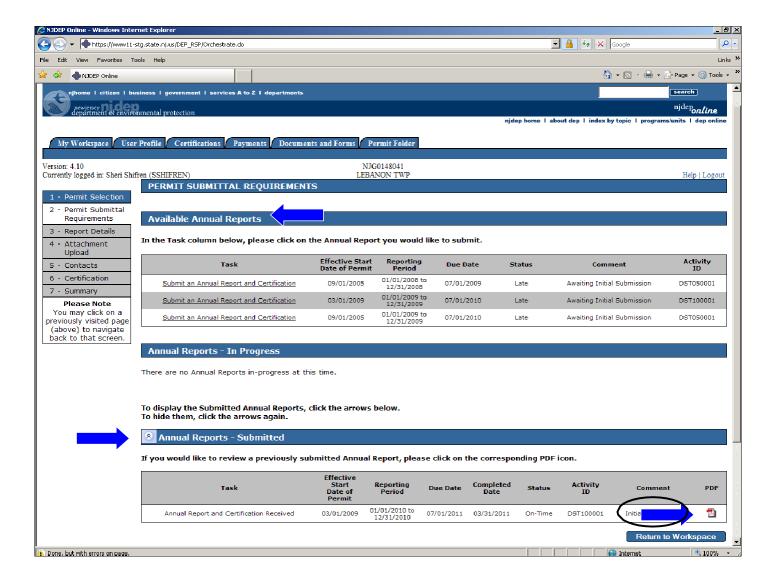
Submitted will display if you have submitted your annual report with changes to your stormwater program coordinator. If this is the case, someone at the Department will be notified and must go into the submission approval area to accept the change.



click

Once the change has been accepted by someone at the Department, the status will then display, submission successful. At this point the report has been migrated into the Department's database.

This is a big advantage of the system. Prior to this new process, there were a number of steps to be taken to get the report into the Department's database. Since it will automatically be entered upon submission it eliminates the possibility of electronic and human error.



If you go back to the Permit Submittal Requirements screen, you will now see that the annual report that was just filled out is no longer under the available annual reports tab,

click

It is under the Annual Reports – Submitted tab.

click

You can also view the report from here by clicking on PDF.

click

You may notice that this says initial submission. If for some reason you need to make changes to the annual report after it has been submitted, you must notify your case manager.

click

The case manager will make the annual report reappear under the available annual reports tab again for re-submittal.

Additional Benefits

- Record Keeping
- Bringing Forward Information from the Previous Year
- Proof of Submittal
- Availability of Reports Submitted

Some benefits of this new process of submitting the annual report through the State's RSP were mentioned throughout the presentation, but here are a few more that weren't mentioned. The reports will be available starting January 1, of the current year forward, therefore you will be able to use the annual report as a record keeping tool. Each month you may want to log such things as your educational activities.

This new process will also save you time on future annual reports because it was designed to carry forward all relative information from the previous year's report.

This service will also act as proof of submittal, so there will be no discrepancies on when and if you submitted the annual report.

And lastly, you will have one location of all reports submitted, so you will be able to quickly reference them at any time.

Anthony Washington

Questions

(609)633-7021

http://www.state.nj.us/dep/dwq/msrp_home.htm

Municipal Program and Public Complexes Case Managers

Case Manager Responsibilities

<u>Armando Alfonso</u> Counties: Camden, Hudson, CSO Communities Statewide

<u>Timothy Ebersberger</u> Counties: Atlantic, Cape May, Hunterdon

Monique Girona Counties: Essex, Union, Warren

Highway Agencies: Delaware River and Bay Authority
Louisa Lubiak
Counties: Burlington, Cumberland, Gloucester, Salem

<u>Titus Magnanao</u> Counties: Mercer, Morris, Somerset, Sussex

Highway Agencies: NJDOT (North and South), Delaware River Joint Toll Bridge Authority

Matthew Klewin

Counties: Bergen, Middlesex

Highway Agencies: Burlington County Bridge Commission, Delaware River Port Authority, NJDOT

(Ewing and Central Region) Port Authority of NY & NJ, South Jersey Transportation Authority

Counties: Monmouth, Ocean, Passaic

Highway Agencies: Palisades Parkway Commission, Garden State Parkway, NJ Turnpike Authority

Tier B Municipalities

http://www.nj.gov/dep/dwq/tier_b.htm

Your case managers will be available to assist you and answer your questions through the transition process.